



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SERGEANT – DETENTIONS

Class No. 005781

■ CLASSIFICATION PURPOSE

To act as shift and division supervisor within a Sheriff's detention facility; to supervise, direct and train Deputy Sheriffs-Detentions/Court Services and/or Corrections Deputy Sheriffs; and to perform related duties as assigned.

■ DISTINGUISHING CHARACTERISTICS

Sergeant-Detentions are peace officer positions allocated only to the Sheriff's Department. Incumbents perform first-line supervision and administrative duties within detention facilities or act as instructors in a Standards and Training for Corrections Program. This class reports directly to a Sheriff's Lieutenant, which assists with the command of a division within a bureau. Sergeant-Detentions differs from Sheriff's Sergeant in that the latter supervises Deputy Sheriffs in a wide variety of field, investigative, and Special Forces activities and requires a valid Intermediate P.O.S.T. certificate.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Supervises, oversees, and trains Deputy Sheriffs-Detentions/Court Services and other workers on an assigned shift or within a specialized area of a detention facility; prepares shift and work schedules for assigned personnel; supervises assigned staff performing booking, control, release and inmate transportation duties; trains, evaluates and disciplines subordinate staff.
2. Closely monitors, directs, and regulates activities requiring firearms such as inmate transportation to and from the courts, other facilities and outside perimeter checks; ensures security and administrative policies are promulgated and enforced; conducts training and security inspections.
3. Coordinates, requests, and oversees the delivery of special inmate services including medical, food and housekeeping, counseling, training and visitations.
4. Interprets departmental rules, regulations, policies, and procedures for subordinate staff.
5. Participates in briefing for all staff and check assignment of duty station and activity for the current shift; participates in verbal briefings with outgoing and incoming staff during shift changes at assigned duty; reviews duty post orders and shift logs.
6. Maintains security and monitor movement of adults detained at a Sheriff's detention facility; escorts, observes, and monitors detainees and inmates on all movement in and around the facility, in accordance with departmental policy; this may include escorting detainees and inmates to court appearances, medical checks, exercise, showers, classrooms, counselor visits, family visits, and other approved appointments to mental hospitals, medical facilities, or clinics.
7. Observes and assesses all situations, activities, and surroundings during any movement within the facility on an ongoing basis; takes actions to correct, resolve, and control any potential problems or unusual occurrences through appropriate application of law, approved departmental policy and sound judgment; monitors hallways, stairwells, entries, exits, housing areas, kitchens, classrooms, offices, and other common areas through direct observation, sound detection, video monitors or mirrors, visual and audio alarm systems.
8. Regularly provides clear, verbal instructions or commands to detainees and inmates to provide for reinforcement of rules or to direct activities and movement; provides clear communication to other staff through direct conversation, two-way radio or telephone; communicates effectively with departmental staff, supervisors, superior officers, and others.
9. Uses sound judgment, common sense, and consistent application of departmental policy to secure the segregation of certain detainees, inmates, or groups in order to maintain health, safety, and security; participates in investigation of crimes,

accidents, or other incidents, as needed, by carefully questioning involved parties or witnesses for relevant information and by observing victims, complaining parties, and others in the vicinity.

10. Makes appropriate judgments of needed actions for a wide variety of situations, including legal jurisdiction for interventions; adapts responses, according to established departmental policy, criminal codes, conditions, and specifics of a situation; uses sound, professional judgment and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.
11. Maintains and updates manual or electronic notes and logs, during shift at the assigned duty area; prepares notes, thorough written documentation and reports on accidents or incidents, occurring during shift, as directed by departmental policy.
12. Conducts and records results of a variety of head counts and checks, during shift, according to departmental policy and established shift schedule; diligently maintains accurate counts of inmates during routine observation, movement, or activity; maintains accurate counts of all items with which inmates have contact, including meals, utensils, equipment, razors, tools, or other objects used or accessed by inmates during the course of a shift.
13. Uses appropriate methods of approved, direct intervention, as needed, to pursue, subdue, or restrain individuals; makes decisions regarding effective and appropriate use of physical force (up to and including deadly force), based on sound professional judgment, common sense, training, departmental policy, and legal guidelines in order to protect the lives and safety of self, other staff, inmates, or visitors to the detention facility; when subject to physical altercations with inmates, is able to run, climb, squat, kneel, and other physical restrain/altercation positions, including possible outdoor pursuit over rough terrain.
14. Operates a motor vehicle in normal and emergency fashion.
15. If authorized, carries and operates various types of firearms, if necessary, outside the facility.
16. Maintains current knowledge of policy changes or changes in correction codes affecting functions within detention facilities.
17. Conducts physical searches of persons, in accordance with legal guidelines, training, and departmental policy, during the booking and fingerprinting process, or during necessary searches of housing areas; takes appropriate actions to seize and prevent the circulation of any contraband; participates as part of a team to conduct necessary searches of inmate housing areas or other rooms within the facility, in accordance with established policy and procedures.
18. Ensures equal protection to inmates, regardless of culture, race, ethnicity, gender, citizenship, refugee or immigration status, political affiliation, life style, sexual minority status, sexual orientation, and/or socioeconomic backgrounds.
19. May perform instruction, training, and student evaluation in a Standards and Training for Corrections Certificate Program.
20. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, rules, and regulations governing the operation of the Sheriff's detention facilities.
- Supervisory and training techniques.
- Inmate classification system used in the Sheriff's correctional facilities.
- Emergency operation and control methods appropriate for detention facilities.
- Law enforcement practices and terminology.
- Laws of arrest and detention.
- Rules of evidence, search and seizure.
- Department policies and procedures.
- General laws, codes, statutes, applicable case law, and their interpretation.
- Illegal contraband and weapons.
- Legal terminology.
- Building security.
- Crowd control.
- Safety and use of firearms.
- First aid including cardio-pulmonary resuscitation (CPR).
- Data collection, analysis, and interpretation.
- Report writing techniques.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise, train, evaluate and discipline subordinates.

- Write clear and concise reports.
- Control, direct and instruct inmates individually or in groups with a minimum of force.
- Use restraining equipment.
- Maintain order, instruct, and direct the activities of inmates in a detention or court facility.
- Accurately observe, recall, and document inmate behavior.
- Observe and identify details.
- Exercise tact, good judgment, self-restraint, and strategy.
- Read, comprehend, and appropriately apply laws, statutes, codes, and policies.
- Use department equipment including telephone, computers, radios, and video equipment.
- Use problem solving skills to collect, organize, interpret, and analyze a variety of information to determine an appropriate and reasonable course of action.
- Operate a vehicle using legal and defensive driving skills.
- Understand and follow oral instructions.
- Administer first aid treatment.
- Maintain order and control of participants and courtroom spectators.
- Maintain security of the court facility premises.
- Physically control and subdue threatening or violent individuals.
- Meet firearm qualification standards as defined by Section 8.7 of the Sheriff's Department Manual of Procedures.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

1. Possession of a certificate of completion from a corrections or detentions and courts academy; AND, four (4) years of experience as a Corrections Deputy Sheriff or Deputy Sheriff-Detentions/Court Services; OR,
2. Possession of an Intermediate P.O.S.T. Certificate; AND, four (4) years of experience as a Deputy Sheriff, one (1) year of which must have included jail or detention facility experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous upward and downward flexion of the neck.
- Frequent: repetitive use of hands to operate computers, printers and copiers; standing, walking, sitting for long periods of time, bending and stooping, twisting of waist.
- Occasional: reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.
- Vision: 20/100 uncorrected, correctable to at least 20/30.
- Fine finger dexterity to operate keyboards and writing materials.
- Has normal range in all extremities.
- Comprehend auditory inputs; identify and distinguish various visual and audio inputs; accurately identify and distinguish colors; accurately identifying and distinguishing the smell of different chemicals and materials.
- Give verbal commands in a clear, understandable voice.
- Lift 100 pounds to waist-level and dragging 200 pounds 50 feet.
- Run fast for short distances.
- Exert physical force for minutes at a time.
- Jumping across or over objects.
- Climbing various structures.
- Apply physical force against individuals.
- Possess sufficient eye-hand coordination in order to make precise movements with speed and fluid body mobility.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Candidates must have possession of certificate of completion from a corrections or detentions and courts academy or an Intermediate P.O.S.T. certificate.

Working Conditions

Office environment; exposure to computer screens. Individuals applying for this position must be willing to work any shift at any courthouse or detention facility in the County of San Diego. May be required to subdue, restrain, or use physical force to maintain custody and/or control of inmates.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months. (Civil Service Rule 4.2.5).

New: February 19, 1983
Revised: August 10, 2001
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